



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

Alaska Department of Labor and Workforce Development

Alaska Workforce Investment Board

May 24th and 25th, 2011

AVTEC - Alaska Culinary Academy

518 3rd Avenue

Seward, Alaska

Minutes

May 24, 2011

Introduction

Call to Order (Chair Lynch)

Chair Lynch called the meeting to order at 9:05 a.m.

Roll Call (Director Cashen)

There was a quorum of 14 members present for roll call.

Board members in attendance

Clark Bishop, Commissioner DOLWD

David Stone, Lt. Governor's Designee

Jim Lynch, Business/Industry

Michelle Zenger, Business/Industry

Martin Anderson, Secondary Vocational Education (arrived 10:20am)

Wanetta Ayers, DCED Designee

Larry Bell, Organized Labor

John Cannon, Professional Development Disabilities

Kathryn Craft, DHSS Designee (telephonic)

Tony Delia, Private Sector (arrived at 1:25pm)

Linda Hulbert, Private Sector

Helen Mehrkens, DEED Designee

Pearl Stub, Business and Industry

Fred Villa, University of Alaska

Doug Ward, Private Sector

Mike Woods, Public Education

Board members absent

Chris Gregg, Private Sector; Jim Laiti, Organized Labor; John MacKinnon, Private Sector; Joey Merrick, Organized Labor; and Ken Peltier, Post Secondary Education/Vocational Education.

Guests and others in attendance

Guy Bell, DOLWD/ASD

Jobs Are Alaska's Future

Katina Charles, Tanana Chiefs Conference
Delisa Culpepper, Alaska Mental Health Trust
Paul Dick, DOLWD/ESD
Fred Esposito, DOLWD/AVTEC
Lisa Gray, Alaska Pipeline Project
Jan Harris, UAA
James Harvey, DOLWD/ESD
Brynn Keith, DOLWD/ASD
Cathy LeCompte, AK Tech Prep
Beth Leschper, DOLWD/Commissioner's Office
Phillip Malander, DOLWD/DBP
Ellen Maling, Alaska Health Workforce Coalition
Diane Maples, AK Tech Prep
Mark Morones, DNR
Rich Sanders, DHHS
Paula Scavera, DOLWD/Commissioner's Office
Ruth Schoenleben, Nine Star
Mike Shiffer, DOLWD/DBP
Dean Southam, Anchorage School District
Diana Spann, DOLWD/ESD
Bryan Trimm, Alaska Pipeline Project

AWIB Staff in attendance

Greg Cashen, Executive Director; Jeff Selvey, CTE Coordinator; Gerry Andrews, Gasline Training Program Administrator; Louise Dean, Program Coordinator; Bejean Page, Administrative Assistant III; and Colette Smith, Administrative Assistant

Opening Remarks and Agenda Approval – Chair Lynch

Chair Lynch welcomed board members and audience members. He commended the board for their hard work at the last meeting held in Juneau.

Fred Esposito welcomed everyone to the Alaska Culinary Academy and provided building emergency and safety procedures. He extended an invitation to tour AVTEC facilities on Wednesday to board and audience members. Meals and snacks provided during the meeting were prepared by culinary students.

MOTION to approve agenda by Larry Bell
Seconded by Mike Woods
Vote taken
MOTION carries

Welcome – Commissioner Bishop

Commissioner Bishop welcomed committee members and guests; individual introductions followed. He emphasized the importance of quality customer service for the DOLWD and AWIB. He informed the board that Fairbanks Memorial Hospital has distinguished itself as the first facility in Alaska to be recognized for their excellence in occupational safety and health. They have been elevated to the Alaska Occupational Safety and Health Voluntary Protection Program's Star level. He pointed out that their "People First" philosophy greatly contributed to this notable status. In

July, he will attend the National Association of Governmental Labor Officials Annual meeting in St. Louis. He will utilize this opportunity to talk about the role AWIB and how it works for Alaskans; e.g. the Alaska Career and Technical Education Plan. Click welcomed Employment Security Division (ESD) Director Dick and complemented him on his amazing strategic planning document; especially the One Stop Job Center's commitment to customer service.

Activities Pertinent to AWIB

Chair Jim Lynch briefed the board on scheduled meeting topics and stated that they have an opportunity to better the system or utilize the results for the best possible outcome. He believes the board needs to align an economic plan with the advancement of skills and abilities within communities. Chair Lynch reassured the board that Alaska is handling current challenges better than most states; i.e. our ability to build good working relationships is an Alaskan advantage.

Executive Director Greg Cashen expressed his gratitude to AVTEC and Fred Villa for hosting the AWIB meeting. He acknowledged the AWIB reception sponsors and thanked them for their contributions; the City of Seward, Providence Seward Medical and Care Center, and the Alaska Pipeline Project covered reception expenses. He recognized David Stone's extensive contribution to the board spanning over 20 years in various capacities. David reaffirmed his commitment to Commissioner Bishop and the AWIB. David recognized Hecla Greens Creek for their generous \$300K donation to UAS.

Reports and Updates to the AWIB

Alaska Gas Pipeline Training Plan

Gerry Andrews informed the group of his recent visits to various communities. He has been traveling with Lisa Gray and Mark Morones talking to locals about the future pipeline project; they have been to 34 communities and participated in 50 meetings. Valuable input and suggestions have been obtained from these meetings and Mark will produce a report with their findings. Lisa explained that the feedback obtain will help to reduce negative impact on the communities at the commencement of the project. She thanked Gerry for his dedication and remarked on his ability to connect to the individuals they have encountered at the meetings. Gerry advised that certification registration will soon be a feature on ALEXsys. He noted tools for youth exploring career opportunities; i.e. www.mynextmove.org and registered apprenticeship. Alaska's exceptional apprenticeship program has retained 94% of participants within Alaska and recently received recognition from Rutgers University. He provided findings from the Department of Transportation & Public Facilities' (DOTPF) ten year study to ensure training opportunities were sufficiently available to women and minorities; i.e. eliminate any existing disparity. The DOTPF found that success rates increased when on-the-job-training was coupled with apprenticeship and an increase utilization of women and Native Alaskans.

State Career and Technical Education Plan and Implementation

Chair Lynch extended kudos to Helen Merhkens, Jeff Selvey and Fred Villa for their work on the CTE Plan and implementation of the plan. Jeff informed the board that the Department of Education & Early Development (DEED), the University of Alaska (UA), and the AWIB has been designated to develop a management plan to best utilize fund designated for fiscal year 2012; \$625K was approved by the Alaska Legislative Conference Committee. Also, the legislature passed SB 84, which provides dedicated CTE funding to school districts equal to 1% of the Base Student Allocation for FY12; it is hoped that these funds will be leveraged in support of advancing the CTE Plan. Jeff summarized the May 6th CTE Planning Committee meeting and ongoing FY11 implementation activities. Chair Lynch relayed Rick Rios' concerns regarding equality amongst school districts; i.e. each Alaskan student should have same tools and opportunities.

Legislative Update

Paula Scavera reviewed the Alaska Education Tax Credit handout with the committee; credit extended through January 1, 2021. She informed the board that there may be a special session scheduled in regard to oil tax. Funding for the Performance Scholarship was authorized.

Health Workforce Development Plan Update

Greg Cashen discussed the \$150K Health Resources and Service Administration (HRSA) planning grant; awarded September 2010 to AWIB and ESD. He provided an update on the six benchmarks related to the HRSA planning grant; the steering committee has been meeting monthly to review progress. He encouraged the board to review the plan to appreciate the effort devoted to this grant. Ellen Maling has already contributed greatly and will continue to work on the plan. The grant ends September 30, 2011 and the project report will be due with 90 days. Brynn Keith talked about the implementation of some tools that will provide essential data; e.g. career ladders and career lattices. She explained how career ladders will reveal patterns of workers over a ten year period and career lattices will show how they navigate through careers. She also mentioned that a web based application is being designed exclusively for medical careers.

Disability Employment Initiative Grant Update

Rich Sanders provided an update on the \$2.7M DEI grant that was awarded to the AWIB September 2010. He talked about ongoing Disability Awareness at each of the One Stop Job Centers and the role of disability coordinators. The end goal is to provide awareness to all One Stop Job Center employees and have a sustainable Employment Network system in place that ensures individuals with disabilities receive accurate, appropriate and current information and direction. Rich has received positive feedback about the training from staff and providers. He will report progress to the AWIB quarterly.

Alaska State Energy Sector Partnership Grant Update

Executive Director Greg Cashen provided an update on ASESP and related grants. The Grant Process Committee approved project operator agreements from AVTEC, Alaska Energy Authority (AEA), and the Alaska Apprenticeship Training Coordinators (AATCA). In April, he attended the Business of Clean Energy Conference sponsored by the Renewable Energy Alaska Project (REAP). REAP and AEA are interested in coordinating a workforce development breakout session at the Alaska Rural Energy Conference this fall in Juneau. There is \$1,201,353 remaining of the training grant funds and \$848,520 for competitive grants to be distributed and expended over the next year. As of April 18, 2011, there have been seven competitive grant applications submitted totaling \$611,800. The next ASESP meeting is scheduled for June 16, 2011 in Anchorage.

Budget Update

Guy Bell provided a DOLWD budget update; forecast for the upcoming fiscal year. He discussed major operational budget changes to workforce development, workers' compensation, Employment & Training Services (ETS), CTE, and AVTEC. There will be a new workers' compensation fee schedule. ETS FY12 federal funds will be supported by Unemployment Insurance Modernization funds; funds were generated in FY10. The CTE plan is truly unique and has been classified as part of permanent funding. Although funding for the AVTEC nursing program was not approved, funds for other AVTEC programs, the AEA, the Fairbanks Pipeline Training Center, and the AWIB Film & Television Industry Training were authorized. He reminded the board that the funding is still subject to veto by the Governor.

Divisions will be asked to comment on the capital budget and divisions will be asked to comment. Guy suggested that board members let him know if they have comments on specific projects.

Perkins CTE Grant Update

Helen Mehrkens provided an update on the Perkins CTE grant. She talked about programs of study and how funds are distributed. This federally funded program is geared to meet business and industry standards. It is based on career cluster format where it focuses on careers instead of specific positions; i.e. curriculum alignment. They expect \$11.7M to be awarded through SB84 for FY12. Helen reminded the board that funding for Tech Prep was cut and will only be functioning until funds in reserve are exhausted.

State WIA Plan Modification

Mike Shiffer and Phillip Malander discussed the State WIA plan and Workforce Investment Performance (WIP) system. Modifications to the State WIA plan will incorporate the building of partnerships and innovative strategies. They will explore strategies that will support priorities with an emphasis on quality planning; i.e. enable workers to take skills and training to any employer. Some of the goals are to solidify a relationship between workforce and economic development, review priority industries, and align AWIB programs. Registered apprenticeship is an effective tool in that it is flexible and portable. Chair Lynch agreed with the need for modification. Michelle Zenger acknowledged Mike's hard work and looks forward to his continued effort on the rewrite. Dave Rees concurred since the plan originated in 2007 and warrants better alignment with the AWIB. Mike is on schedule to meet the June 30, 2011 rewrite deadline.

The current Management Information System has been outgrown and a new data collection system was needed. The new system is geared to unify business and supply tools to meet user needs. A spreadsheet created by Phillip demonstrates the system as working whole. The WIP system is being implemented in stages; currently in stage two and will be fully functioning by July 2013. Mike instructed Doug Ward that EGrAMS users can contact Roger Foisy for assistance. Mike assured Fred Villa that the new system is more efficient and cost effective. Phillip explained how the incorporation of MicroSoft Business Intelligence improves efficiency; i.e. the deduction of dual entry and standardization of interface.

Alaska Mental Health Trust Annual Report

Delisa Culpepper provided an update on The Trust to the board. She presented key information about what they do and described their primary focus areas: workforce development; bring kids home; housing; disability justice; beneficiary projects initiative, and substance abuse initiative. They have been working with the University of Alaska (UA) on workforce development issues since the early 1990s. Non-academic opportunities are available and Alaska Rural Behavioral Health Training Academy provides on-the-job training. She showed some of the tools they are implementing to reach target audiences; i.e. print and electronic advertising, and even using Facebook. Health care industry demands are expected to increase significantly and they have created ads that are tailor made to engage a diverse number of potential candidates; e.g. youth, military personnel, mature women, and individuals living in rural areas. More data may be collected and analyzed to determine projected vacancy numbers if a new HRSA grant becomes available. She talked about FY10 highlights and what's ahead in FY12. John Cannon thanked her for her presentation and efforts. Doug Ward included information about the importance of employment location.

One Stop System Orientation

Paul Dick presented the Denali Award to Kenneth Sirois and thanked him for his dedication and service to the DOLWD. Paul also acknowledged James Harvey and thanked him for his efforts and hard work. Paul provided an overview of the One Stop System to the board. He is aligned with Commissioner Bishop on the importance of customer service. He discussed the mission, vision, and core values of ESD which all depend on quality customer service; they calculated 294,235 visitors during 2010. ESD's core values are: integrity, respect, creativity, customer service, teamwork, excellences, training, and communication. He covered services that are available for veterans and

eligible spouses, employers, and families receiving temporary assistance; they are committed to helping homeless veterans. An increase utilization of the WorkKeys assessment is anticipated since junior and senior high school students are now required to take it. In May the ALEXsys website navigation became more user-friendly; i.e. easier for users to post resumes and criteria specific search options for employers. Paul and his team are committed to inspire and focus on Alaska resident hires. Doug Ward stated that ESD's vision and mission are akin to those of the AWIB. Pearl Strub suggested the implementation of mandatory ALEXsys registration of One Stop participants. Dave Rees commended Paul on the improvements to their system and recommended further improvements; i.e. work to align databases. Tony Delia thanked Paul and James for assisting the Tanana Chiefs Council and the positive effect they have generated in the Fairbanks area. Michelle Zenger thanked Paul and James for all that they do, especially progress with WorkKeys.

Board Discussion

Priority Industries Priority Industries – Mike Shiffer gave an overview of the responsibilities of a state and local board. He stressed the importance of feedback from RAC and understanding what is important to them. He believes AWIB members should share information about what is happening in their community with the committee to help the board make more informed decisions; i.e. exposure to potential unknown variables. Linda Hulbert said that the local perspective and priorities of RAC have not changed, but perhaps the capacity to identify needs has diminished. Doug emphasized decisions made are not going to be implemented overnight and they need to focus forward. Fred Villa reminded the group that they need to focus on the workforce investment guidelines. He has found the use of career clusters in the academic arena is challenging but appreciates the opportunity to explore developing investment guidelines. Marty Anderson proposed that the board look at the benefits and pitfalls of all investments; i.e. focus on those variables and challenges within the board's control. Linda would like the board to establish exactly how far into the future they plan to focus. Jim urged the board to think about what can be done to maintain momentum and noted that most will take time to accomplish. He recommended continuing this discussion tomorrow.

Executive Director Cashen invited members and attendees to the reception at AVTEC/Alaska Culinary Academy. Reception sponsors include Providence Seward Medical and Care Center in (Maryann Freepartner); City of Seward (Willard Dunham, Mayor and Phillip Oates, City Manager); Alaska Pipeline Project (Bryan Trimm and Lisa Gray)

WRAP UP AND RECESS at 4:25p.m.

May 25, 2011 – Business Meeting

Introduction

Call to Order (Chair Lynch)

Chair Lynch called the meeting to order at 9:12 a.m.

Roll Call (Executive Director Cashen)

There was a quorum of 14 members present for roll call.

Board members in attendance

David Stone, Lt. Governor's Designee
Jim Lynch, Business/Industry
Michelle Zenger, Business/Industry
Martin Anderson, Secondary Vocational Education (arrived 10:20am)
Wanetta Ayers, DCED Designee
Larry Bell, Organized Labor
John Cannon, Professional Development Disabilities
Kathryn Craft, DHSS Designee (telephonic)
Tony Delia, Private Sector (arrived at 1:25pm)
Linda Hulbert, Private Sector
Helen Mehrkens, DEED Designee
Pearl Stub, Business and Industry
Fred Villa, University of Alaska
Doug Ward, Private Sector
Mike Woods, Public Education

Board members absent

Chris Gregg, Private Sector; Jim Laiti, Organized Labor; John MacKinnon, Private Sector; Joey Merrick, Organized Labor; Ken Peltier, Post Secondary Education/Vocational Education; and Dave Rees, Private Sector.

AWIB Staff in attendance

Greg Cashen, Executive Director; Jeff Selvey, CTE Coordinator; Gerry Andrews, Gasline Training Program Administrator; Louise Dean, Program Coordinator; Bejean Page, Administrative Assistant III; and Colette Smith, Administrative Assistant

Guests and others in attendance

Guy Bell, DOLWD/ASD
Katina Charles, Tanana Chiefs Conference
Delisa Culpepper, Alaska Mental Health Trust
Paul Dick, DOLWD/ESD
Fred Esposito, DOLWD/AVTEC
James Harvey, DOLWD/ESD
Brynn Keith, DOLWD/ASD
Cathy LeCompte, AK Tech Prep
Beth Leschper, DOLWD/Commissioner's Office
Diane Maples, AK Tech Prep
Paula Scavera, DOLWD/Commissioner's Office
Ruth Schoenleben, Nine Star
Dean Southam, Anchorage School District
Bryan Trimm, Alaska Pipeline Project

Opening Remarks and Agenda Approval

MOTION to approve agenda by John Cannon

Seconded by Doug Ward

Discussion: Doug Ward discussed making a motion to go into executive session at 11:00 a.m. to discuss internal matters of the board. John Cannon clarified the motion needs to be made at the time of going into executive session. The agenda was amended to include executive session at 11:00 a.m.

Vote taken

MOTION carries

Public Testimony

Cathy LeCompte - Alaska Tech Prep Consortium task force provided the board with an update of Tech Prep. Although funding was cut they established themselves as a task force focused on creating a statewide program of study in health care. Doug Ward suggested that a one program focus approach might work to help safeguard Tech Prep. Helen Mehrkens explained how the seamless transition promoted by Tech Prep is instrumental in the CTE plan. Fred Villa said that the reduced federal funding forces boards to make tough funding decisions; i.e. determine what programs most need support. He would have liked Tech Prep to have received funding. Marty Anderson informed the group that he spoke in defense of Tech Prep to legislators; he explained its value to Alaskan, especially in Kenai. He urged UA to promote universal credit transfer; an alignment will remove a road block or deterrent.

Board Discussion – RAC conversation continued

Chair Lynch would like to establish what the board's next steps will be. Michelle Zenger pointed out that the federal government only mandates the existence of RACs it is up to the board to figure out how they function. Jim cited the success of the Fairbanks RAC and how they work best when there are community based goals; i.e. the board's primary focus for each RAC needs to be on the local issues. Doug suggested the board should establish the framework that will help regions find their own solutions.

MOTION to empower the workforce readiness committee to investigate the possibility of using the regional funding collaborative model by Doug Ward

Seconded by Linda Hulbert

Discussion- There was discussion about exploring the possibility to bring someone to work with the board based on funding and timeframe. Linda Hulbert indicated the next step is to move forward and the feds might have some funds to help the board to use to help with the RACs. Doug Ward said if the motion passes the first thing to do is to find funding.

Vote taken

MOTION carries

MOTION by David Stone to go into executive session for the purpose of discussing internal matters of the board

Seconded by Michelle Zenger

Vote taken

MOTION carries

The board entered into executive session at 11:03 a.m.

The board was back on the record at 11:54 a.m.

Chair Lynch reported on the discussion during the executive session. The board has asked Director Cashen to find time to have a work session for the board to look at its own process and agenda to keep at the 40,000 foot policy level.

Chair Lynch recognized the board left open ended the status of the WIA State Plan revision and the status of the follow through on that. Director Cashen suggested having the plan ready for the Ex Co to review and approve before June 14th. Chair Lynch would like a time scheduled to review section 1, 2 and 3 before the June 14th Ex Co meeting. The next step will be to continue with a full rewrite. The ETA is in the process of establishing new guidelines for State Plans.

Wrap Up and Adjourn

Chair Lynch thanked Fred Esposito and AVTEC for hosting the AWIB meeting. He reminded the board that they are making a difference and that Alaska is faring better than most states.

MOTION to adjourn by Larry Bell

Seconded by Doug Ward

Vote taken

MOTION carries

Meeting adjourned at 12:05 p.m.

Next Meeting Date and Location – October 25-26, 2011 – Location needs to be approved

May 24 – 25, 2011 AWIB Meeting

ACTION TRACKER

WHO	WHAT	DUE BY	STATUS
Ex Co	Approve location of October AWIB meeting – (Fairbanks proposed)	7/12	done
Ex Co	Participate in webinar to approve the State WIA Plan	6/9	done
Greg	Provide information on Film and Television Industry Training when available		In process

Handouts

Alaska Education Tax Credit

Alaskan Core Competencies for Direct Care Workers in Health and Human Services

Economic, neurobiological, and behavioral perspectives on building America's future workforce

Trust Workforce Development Focus Area

Minutes prepared by

Colette Smith

Louise Dean